



CITY OF FALLS CHURCH

HARRY E. WELLS BUILDING
300 Park Avenue – Falls Church, VA 22046-3332

Department of Development Services

Planning Division
Phone: 703.248.5040
Fax: 703.248.5225

CITY OF FALLS CHURCH, VIRGINIA SPECIAL EXCEPTION CHECKLIST REQUIREMENTS

- ☐ Special Exception to allow for mixed-use development in business district
☐ Special Exception to allow for building height bonus

Note: Each Special Exception requires a separate application and fee.

DIRECTIONS: PLEASE MARK WITH A CHECK IF THE ITEM HAS BEEN COMPLETED. MARK "N/A" IF THE ITEM IS NOT APPLICABLE OR PROVIDE A WRITTEN EXPLANATION NEXT TO THE ITEM IF THE REQUIREMENT CANNOT BE MET.

Application Requirements:

- ☐ Planning Application Form
☐ Disclosure Statement
☐ Pay fee according to City of Falls Church, Virginia Land Development Application/Review Fee Schedule
☐ Special Exception application, to include the following:
- ☐ A conceptual development plan, prepared at a scale of not less than one inch equals fifty (50) feet.
 - ☐ Location and dimensions of the lot lines and rights-of-way
 - ☐ Location and dimensions of all structures and proposed uses within structures, driveways, curb cuts, and parking and loading spaces and aisles
 - ☐ Sketch of architectural elevations of each façade indicating the height of the structures, architectural style, and building materials
 - ☐ Statement regarding the impacts on existing community facilities, including the transportation, schools, and water and sewer systems
 - ☐ Statement regarding conformance with the City's adopted Comprehensive Plan and Design Guidelines
 - ☐ Statement and data regarding the projected net revenues from the project
 - ☐ Fiscal impact Applicant Data Input Sheet*
 - ☐ Traffic impact study/policy*
 - ☐ Massing model*
 - ☐ Cross-section drawing*
 - ☐ Statement explaining how the application meets the criteria described in 38-4(f)(4) a. (primary criteria) and b. (secondary criteria). See Ordinance 1734 for detailed criteria information.
 - ☐ Phasing plan, if applicable
 - ☐ Review Affordable Dwelling Unit (ADU) Policy/Guidelines

**Denotes additional material that may be required by the Planning Director*

PRINT NAME OF APPLICANT

TELEPHONE NUMBER

ADDRESS

FAX NUMBER

SIGNATURE

DATE

**Return all submissions to: CITY OF FALLS CHURCH
PLANNING DIVISION
300 PARK AVENUE
FALLS CHURCH, VIRGINIA 22046**